



King County  
Department of Community & Human Services  
**Board for Developmental Disabilities**  
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## King County Board for Developmental Disabilities MINUTES

**Day/Date:** Wednesday, January 5, 2005  
**Time:** 9:30 – 11:30 a.m.  
**Location:** Region 4, Capitol Hill Room  
1700 East Cherry Street  
Seattle, WA 98122

### **Board:**

Heather Avery  
Ulla Blichfeldt-Fox  
Ted Daniels  
Don Luby  
John Nesbitt

### **Excused:**

Marie Koole  
Steven Thompson

### **Staff:**

Jane Campbell, KCDDD  
Ray Jensen, KCDDD  
Michaelle Monday, KCDDD  
Holly Woo, KCDDD  
Josh Goldfinger, KCWTP  
Marybeth Poch, DDD/Region 4  
Jan Blackburn, DDD Region 4  
Michael Rogers, DDD/Region 4  
Ray Takeuchi, DSHS/DDD/Region 4

### **Guests\*:**

Bill Sellars, The Arc  
Kathy Sellars, LifeSPAN  
Joanne O'Neill, The Arc, KCPT  
Margaret-Lee Thompson, The Arc, KCPC  
Sally Coomer, Special Core Agency  
Cindy O'Neill, Special Core Agency  
Waiyego Pearson, Self Provider  
Cheryl Green, PROVIAL  
Lisa Turner, LTA, Inc.  
Sara Schafer, Visitor  
James McBay, DVR  
Gary Sheffler, UW-ETP  
Anton Saunsaucie, Service Alternatives  
Jeff Welch, The Arc of King County  
Jane Place, Childhaven  
Rhonda Scott, Momentum  
Jenifer Spain, Atwork!  
Cheryl Boles, Visitor  
Emily Rogers, The Arc of King County  
PS "Steve" Bundy, SODA  
Alison McCormick, SCC - Mainstay

\*Listed above are individuals who signed the roster

### **Introductions and Chair's Comments**

Heather Avery introduced herself as Board Chair.

### **Approval of Minutes**

**01050501** Heather Avery called for the approval of the December 2004 Minutes. Ted Daniels moved, Ulla Blichfeldt-Fox seconded, and the December Minutes were approved.

## **General Public Input**

Kathy Sellars, LifeSPAN, made the following announcements:

- Saturday, February 26 a brunch will be held to recruit Board members who are interested in helping families plan for the future of their adult or younger children with developmental disabilities. Please contact Kathy at 206-522-3099 or from the LifeSPAN website at [www.Lifespan-wa.org](http://www.Lifespan-wa.org).
- A facilitator training is planned for March. If you know of anyone who is interested in a part time facilitator position (average of 2 or 3 hours a month) to help a family with their LifeSPAN network, please ask them to contact Kathy.

A showing of the Film Board of Canada's documentary entitled, "The Ties That Bind" will be arranged in the next couple of months (a theater presentation about a family with an individual with developmental disabilities that moves on into the future.) It will be free to interested families and individuals.

Joanne O'Neill has set up a training website for families transitioning to adult services at the Renton Community Center on February 2, 9, 16, and 23. A flyer will go out next week and if you know of anyone who may be interested and doesn't generally receive correspondence from The Arc of King County please notify Joanne O'Neill at 425-746-2178.

Joanne will announce dates and locations for the Waiver and CARE Assessment training at a later date.

Margaret-Lee Thompson announced Advocacy Day 2005, distributed a flyer identifying dates and topics for each Wednesday from January 12 through April 13, and extended an invitation to anyone interested in joining her for a day of learning the legislative process in person. For more information on carpooling and registration, contact Cathy Murahashi at 425-643-4048 or by email at [cathym@arcofkingcounty.org](mailto:cathym@arcofkingcounty.org).

Margaret-Lee distributed and reviewed a document entitled, "2005-07 budget Proposals" that provided a side-by-side comparison of issues impacting individuals with developmental disabilities. She also discussed important Bills such as the Birth To Three and Disabilities Land Trust.

## **Election of Officers**

Heather Avery requested that members of the Board email Michaelle Monday with their nominees for Chair and Vice Chair of the Board.

## **Focus Group Report**

Ray Jensen announced that the focus group report will be presented at the February Board meeting.



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## **Reports**

### **Regional Administrator / Field Services Report**

Marybeth Poch began her report by introducing a new staff member, Jan Blackburn, Field Services Administrator. Below is a summary of some of the activities of field services:

#### **Waiver Plans of Care**

Case Managers are working diligently to complete Plans of Care for individuals receiving Waivered services. All Plans of Care are to be completed by March 31 although they are trying to complete the plans by mid March.

Marybeth received approval to hire 8 temporary clerical support staff to help with such tasks as setting appointments, completing packets, follow-up for signatures, and typing assistance.

#### **CARE Assessment**

Nancy Slocum, statewide trainer for CARE assessments, will be returning to Region 4 at the end of the month. Part of her assignment will be to assist with Administrative Hearings related to CARE. In addition, staff will benefit from her expertise about the CARE Assessment. This month she provided training for Region 3 and 4 staff on CARE algorithm. The CARE assessment reflects hands-on assistance and reflects some supervision needs, although many Exceptions to Rule (ETR) are requested to reflect the total care needs.

Based on the CARE framework the Division is now developing a broader or full assessment for both children and adults that will be used to assess service needs and level of need for respite, vocational, residential, medical, dental, and therapies. This assessment is on schedule for roll-out September 2006.

For the next two months, Region 4 will participate in testing of the Mini-Assessment. Efforts will be made to keep track of how long it takes, with an effort to keep it to one half hour. Its purpose is to assess the level of need for paid services for individuals who do not receive paid services and used at the time of eligibility determination to identify need. July 1 was the original roll-out date, but the new Washington Administrative Code (WAC) governing the assessment will not be done in time. It is scheduled for pilot during September 5 through September 23 with a roll-out of October 10, 2005.

The testing is by random selection for both children and adults. They hope to test the assessment with 44 families statewide (Birth To Three will be included.)

The new intake/eligibility assessment will also be tested starting in April with roll-out in July 2005 to be in concurrence with the new eligibility WAC. The Intake/Eligibility assessment will be piloted for two weeks, May 31 to June 10 followed by revisions and training with the start date of July 5, 2005.



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### **Other Changes**

In February, the Division will move children in the Birth To Three age range who have no paid services other than Child Development Services to one caseload in Kent and one on Cherry Street. Two supervisors, Jim Magee for Cherry Street and Heather Moline for Kent, will cover the caseloads. Five hundred and seventy four children will be affected by this transfer. Supervisors will handle requests for Emergency Family Support, crisis situations, etc. They may return the file to a Case Manager to assist with any kind of on-going paid service. Children on the Medically Intensive caseload will stay with John Albert.

### **Changes in WAC Related to ICAP**

#### **CHILDREN:**

A child made eligible by Inventory for Client and Agency Planning (ICAP) receiving a paid service is reviewed prior to age 18<sup>th</sup> (17 ½ to 18).

A child not receiving a paid service will be reviewed before a paid service is authorized then again prior to their 18 birthday if the paid service is initiated prior to age 18.

Once eligible at age 18, if he or she receives a paid service, the person will NOT be scheduled for a review again unless there was a concern regarding eligibility.

**Example:** If any aspect of the previous ICAP is determined by the department to be insufficient, in error, or fraudulent, a new ICAP must be administered.

If a child is in foster care and between the ages of 18 and 21, the client must be re-assessed with the ICAP before transitioning to DDD adult services.

#### **ADULTS:**

An adult made eligible by ICAP who is currently receiving a paid service will not have his or her eligibility reviewed unless: refer to **Example** above.

Notices will go out in advance of an ICAP assessment.

#### **Family Support:**

Emergency WAC changes are in place related to Family Support and are now more in line with respite WACs. Family Support and respite cannot serve as day care while a parent is at work.

### **KCDDD Director's Report**

Ray Jensen began his report by identifying the changes to the Board agenda that include the deletion of the list of committee reports, although the Employment, Support Services, and King County Interagency Coordinating Council meetings will continue. If you would like to attend any of these meetings, please visit the King County website at <http://www.metrokc.gov/dchs/ddd/> for dates, times, and, location of meetings.



Ray made the following announcements:

- Twenty Working Age Adult Policy Task Force applications were received. The applications are being reviewed and applicants should receive notification by the end of next week. February 23 will be the kick-off meeting with the anticipation of a couple of meetings to be held in March, April, and one in May.
- Ray will provide a format to identify the restructuring of the Board committees.
- An April 2005 target date has been set for public review of the four-year Biennial Plan.
- A new King County Developmental Disabilities Division (KCDDD) staff member, Kelley Faulkner, Employment Coordinator. She replaced Alan Yamamoto and her position has been restructured to focus on transition, working with Work Training, and Agencies to work with students in their last couple of years in school to assist them with their pathway to employment.

Ray encouraged anyone who is interested in becoming a Board member to view KCDDD website at <http://www.metrokc.gov/dchs/ddd/> for Board recruitment information.

John Nesbitt, Board member, celebrated his 75<sup>th</sup> birthday with the Board today.

The next Board meeting is scheduled for February 2 and today's meeting was adjourned at 10:35 a.m.



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